



Agenda Report Form

Open Session Item

SUBJECT: Contract Award (PUR-1609) – Air Service Development Consulting Services Requirements

PRESENTATION DATE: December 5, 2023

PRESENTATION BY: Rick F. Curry, CPPO, Director of Purchasing; Neil Doran, Director of Hagerstown Regional Airport

RECOMMENDED MOTION: Move to award a contract to provide Airport Consulting Services Requirements for the Hagerstown Regional Airport to the responsive, responsible firm, Volaire Aviation, Inc., of Fishers, IN who submitted the Total Lump Sum for Annual Base Services in the amount of \$48,000 and Total-On Call Proposal Value in the amount of \$48,400 for the Total Lump Sum Value (Annual + On Call) in the amount of \$96,400.

REPORT-IN-BRIEF: The purpose of the contract is to retain the services of a consulting firm to provide all services defined herein. The Air Service Development discipline groupings are as follows: Market Analysis; Route Analysis; Air Service Presentation Preparation; Airline Business Case Development; Presentation Support; On-Going Data and Analysis; Additional Assignments; On-Call Services a.k.a. “Extra Work”; Incentive Programs; Air Service Development Grant Programs; Passenger Facility Charge Applications; Community Relations.

The contract will be in effect for a period of two (2) years from the execution of the Agreement, with a provision for up to three (3) one (1) year extensions subject to written notice given by the County at least sixty (60) calendar days in advance of its expiration date. For the initial two (2) years of the Contract, there will be no increase applied to the labor rates. For each of the three (3) one (1) year extensions, a three (3%) percent increase will automatically be applied to all labor rates of the prior contract term’s rates. If the consultant wishes to renew the contract, he must submit a letter of intent to the County’s Representative at least one hundred twenty (120) calendar days prior to the expiration of the contract agreement. The County reserves the right to accept or reject any request for renewal. For the term of the Contract, there will be no increase applied to the consultant’s proposed annual lump sum fee or hourly labor rates. All other terms and conditions shall remain unchanged. The consultant shall not consider the right of the County to extend the initial contract term to constitute or imply any obligation by the County to renew the Contract.

Notice of the Request for Proposal (RFP) was published on the County’s web site, the State’s e-Maryland Marketplace Advantage web site, and in the local newspaper. Twenty (20) persons/firms accessed the RFP from the County web site. Two (2) firms were represented at the Pre-Proposal Teleconference/Conference.

DISCUSSION: N/A

FISCAL IMPACT: Funds are budgeted in the department's various line-item accounts; 505010-45-45090 (\$47,500) and 515130-45-45090 (\$13,000) for these services.

CONCURRENCES: Recommended by the Coordinating Committee that was comprised of the Director of the Airport (Chairman Designee), Airport Operations/Security Manager, Public Works Director, Airline Station Leader, and the Director of Purchasing.

ALTERNATIVES: N/A

ATTACHMENTS: Excerpt from the RFP document containing the "Scope of Work"

AUDIO/VISUAL NEEDS: N/A